CITY OF CONCORD PLANNING BOARD

PROCEDURES FOR SPECIAL INVESTIGATIVE STUDIES AND REVIEW

General Procedures

- Section 1. The Planning Board is empowered under RSA 674:44(V) and RSA 676:4 (I)(g) to impose reasonable fees to cover its administrative expenses and costs of investigative studies, review of documents, and other matters which may be required by particular applications.
- Section 2. All special studies and reviews required shall be performed at the applicant's expense. The scope of services shall be approved by the Director of Planning prior to the commencement of work. If an independent consultant is hired by the City to perform a special study, or to review all or part of an application, the Director of Planning shall approve the scope and cost estimate for the proposed services. No work may commence until the applicant has deposited with the City, in a special account set up for this purpose, funding in an amount equal to 125% of the estimated cost of services.
- Section 3. Additional fees shall be assessed upon reaching the upper limit of the consultant's estimate. Additional expenses may be justified for the following reasons: if the applicant or the Planning Board expands the scope of the required study; if the applicant substantially amends the application; if additional meetings involving the consultant(s) are requested by the applicant; if the consultant's appearance is requested at the Planning Board, City Council or Zoning Board of Adjustment meetings beyond what was initially anticipated; if the consultant's attendance is required at meetings with regional, state, or federal agencies or boards which were not anticipated in the earlier scope of services.

Any funds not expended shall be returned to the applicant without interest.

Traffic Impact Studies

Section 1. <u>Determination of the Necessity for Submission of Traffic Impact Study</u>

Upon application for subdivision or site plan review, a determination will be made regarding the necessity of submitting a complete traffic impact study to the Planning Board. Projects which result in insignificant project impacts do not have to automatically submit traffic impact statements to the Planning Board, while projects which do have

significant traffic impacts shall be required to submit a traffic impact statement as outlined herein. This determination will be based upon the following criteria:

A. Action Resulting in <u>Insignificant Traffic Impact</u>

An application will be considered to result in an insignificant traffic impact to the local roadway network if it is expected to generate less than 20 vehicle trip ends during the peak hour period or less than 200 vehicle trip ends per day. Determination of trip generation will be based upon criteria published in the latest edition of <u>Trip Generation</u> by the Institute of Transportation Engineers (ITE), or be approved special study of similar land use.

Determination of an action resulting in insignificant traffic impact does not preclude the Planning Board from requesting traffic impact information in the event that site-specific impact is anticipated.

B. Action Resulting in <u>Significant Traffic Impact</u>

An application will be considered to result in a significant impact to the local roadway network if it is expected to generate greater than 20 vehicle trip ends during the peak hour period or greater than 200 vehicle trip ends per day.

Applications determined to result in significant traffic impact will be required to submit a complete traffic impact analysis addressing site specific impact on the adjacent roadway network. Procedures and guidelines for submitting a complete traffic impact analysis are outlined in the following section.

Section 2. Scheduling of Project Scoping Meeting

In the event that the proposed development meets the criteria for determination of significant traffic impact, a project scoping meeting will be scheduled with the applicant and the City's traffic engineering consultant, as well as representatives of the City Department of Public Works and Planning Departments. Further definition of the scope and type of information to be provided will be discussed at this meeting, including the following:

A. Type of Report

- 1. Letter report
- 2. Full traffic impact analysis report

B. Area of Influence

- 1. Automatic traffic recorder locations
- 2. Manual peak hour turning movement locations

C. Period of Analysis

- 1. AM peak hour
- 2. PM peak hour
- 3. Weekend peak hour
- 4. Daily traffic

D. Analysis Scenarios

- 1. Existing Conditions
- 2. Opening Year Conditions without development
- 3. Opening Year Conditions with development
- 4. Opening Year + 10 Years conditions without development
- 5. Opening Year + 10 Years conditions with development

E. Trip Generation and Distribution

- 1. Trip generation category
- 2. Diversion assumptions
- 3. Distribution assumptions
- F. Growth Rate Assumption (for projections)
- G. Planned Development and Improvements to be Considered
- H. Access Location and Design Elements
- I. Fees for Review or Preparation of Traffic Impact Study

In addition, the scoping meeting will serve to identify available data, will allow coordination of multiple developments, will assist in the prevention of duplication of work efforts, and will assure that the product to be submitted will contain all information required by the City, and achieves a level of completion to the satisfaction of the Planning Board.

Section 3. <u>Elements of Traffic Impact Study</u>

The following items will be considered as the minimum information required to be provided to the City in order to accurately assess the traffic impact of a specific proposed development. The size and scope of the proposed development will serve to determine the level of detail determined to be satisfactory to the Planning Board.

A. Existing Conditions

- 1. Field survey of physical roadway characteristics
 - a. Roadway widths
 - b. Lane usage
 - c. Traffic control
 - d. Signing
 - e. Sight distance
 - f. Adjacent uses with driveway locations
 - g. Road conditions
- 2. Automatic traffic recorder counts on adjacent roadway network
- 3. Peak hour manual turning movement counts, including heavy vehicles (adjusted for seasonal variation)
 - a. AM peak hour (when appropriate)
 - b. PM peak hour
 - c. Weekend peak hour (when appropriate)
- 4. Accident data of study area locations over the latest three year period
- 5. Capacity Analysis
 - a. Intersection capacity analyses
 - b. Segment capacity analyses (where appropriate)
- 6. Other analysis (deemed necessary) trip distribution, gap, queuing, weaving, etc.
- 7. Locus map showing study area, development, ATR and manual count locations
- B. Future Conditions Without Development
 - 1. Opening year and opening year plus ten (10) year conditions without development
 - Determination and documentation of background traffic growth rate assumptions used for projection purposes (Include data in Appendix).
 - b. Identification of planned or approved development in the vicinity of the proposed development.

- c. Identification of planned roadway improvements in the vicinity of the proposed development.
- d. Consideration of a, b, and c in developing base network volumes for analysis purposes.
- e. Capacity analysis
 - i. intersection capacity analysis
 - ii. segment capacity analysis (where appropriate.
- f. Other analyses (deemed necessary).
- g. Identification of physical improvements necessary to provide acceptable operating conditions (level of service "D" or better).

C. Future Conditions with Development

- 1. Trip generation (using appropriate rates from the most current ITE <u>Trip Generation Manual</u>, or documented and approved data collected at similar local facility).
- 2. Trip distribution based upon existing traffic flow patterns, marketing study or other approved methodology.
- 3. Capacity analyses (opening year and opening year plus ten years with development traffic.
 - a. Study area locations
 - i. intersection capacity analyses
 - ii. segment capacity analyses (where appropriate)
 - b. Proposed access location
 - i. intersection capacity analysis
 - ii. warrants for left turn facility
- 4. Comparative analysis to determine impact of proposed development (if any).
- 5. Determination of proposed improvements necessary to mitigate impacts of proposed development (if any), including:
 - a. Warrants for left turn facilities (AASHTO)
 - b. Warrants for traffic signals (MUTCD)

- c. Minimum sight distance requirements (AASHTO)
- 6. Determination of contribution (percentage) toward programmed improvements in the vicinity of the proposed development (if any).
- 7. Conceptual plan(s) of proposed site access and other locations (if any) impacted by site-related traffic.
- 8. Associated costs of roadway improvements necessitated by site-related traffic.
- D. Summary of existing conditions and future conditions with and without development.

Adopted:	September 13, 1989
Attest:	
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